

**Hancock County Port & Harbor Commission
Request for Proposals
Commercial Lawn Maintenance**

DUE: September 16, 2015, at 4:00 PM

Invitation: The Hancock County Port and Harbor Commission (HCPHC) is requesting information from qualified companies interested in providing **Commercial Lawn Maintenance** for properties at Port Bienville Industrial Park and Stennis International Airport and along Highway 90 from the Waveland City limits. Companies with relevant experience and qualifications are encouraged to submit.

Scope of Services: The HCPHC requires commercial lawn maintenance for properties at Port Bienville Industrial Park and Stennis International Airport and along Highway 90 from the Waveland City limits. A Detailed Information Packet about this request can be obtained via email by contacting Felicity Arcement (FArcement@hcp hc.ms). Persons or companies submitting proposals will be expected to provide all labor, materials, tools, and equipment required for the services outlined in the Detailed Information Packet, in addition to proof of required insurance.

Submission Requirements: Persons or companies submitting proposals for these services should use the Information Packet referenced above. **One (1) original proposal and four (4) copies** should be delivered to the office of **Hancock County Port & Harbor Commission at 706 Hwy 90, Waveland, Mississippi, 39576 (P.O. Box 2267, Bay St. Louis, MS 39521), no later than 4:00 p.m., Wednesday, September 16, 2015.** The proposal should be contained in a sealed envelope and the outside of the package should be clearly marked **"Hancock County Port and Harbor Commission Commercial Lawn Maintenance."** Electronic or faxed copies will not be considered. Proposals received after the date and time indicated will not be considered.

Selection Criteria: A selection committee will use the following criteria and point system when evaluating the proposals:

- a. Experience with similar contracts – 30 points
- b. Proposed pricing schedule – 30 points
- c. Capacity to perform the work – 25 points
- d. Geographic proximity to HCPHC properties – 15 points

Contract Information: HCPHC intends to award a one (1) year service agreement for Commercial Lawn Maintenance, with the option to renew the service agreement for two (2), one-year periods. The specific terms of the service agreement will be negotiated based upon proposals received.

HCPHC reserves the right to waive irregularities and informalities in the submittal and evaluation process. HCPHC also reserves the right to reject all persons/companies, decline to proceed with the selection, request additional information or to make inquiries to verify qualifications.

BY:

Harry J. Farve, Secretary
Hancock County Port and Harbor Commission

DATES OF PUBLICATION:

Saturday, August 22, 2015

Saturday, August 29, 2015